



Position Description – Advisor, Student Visa Compliance and Reporting

Position Details

Position Title: Advisor, Student Visa Compliance and Reporting

College/Portfolio: Office of the Vice-Chancellor **School/Group:** Enrolmen and Student Records, University Secretariat and Academic Registrar's Group

Campus Location: Primarily based at City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 6 **Time Fraction:** 1.0

Employment Type: Fixed Term

Fixed Term Reason: Replacement Employee

Reporting Line: Manager, Student Visa & Identity Compliance

No. of Direct reports: Nil

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

The Office of the Vice-Chancellor delivers executive and advisory support to the Vice-Chancellor while engaging with a diverse array of stakeholders. This includes facilitating the Vice-Chancellor's interactions with the university community and external partners, overseeing executive administration, managing communications, coordinating events, and providing additional support services. Facilitating and advising on the 'rhythm of the business' to enhance the flow of ideas and actions throughout the university, including providing guidance and secretariat support for the Vice-Chancellor's Executive.

The University Secretariat and Academic Registrar's Group (USARG) is responsible for a range of governance, compliance, regulatory, and student lifecycle activities from enrolment through to graduation. The USARG operating environment is highly complex in view of more than 99,000 student enrolments across the University in both vocational and higher education programs at campuses in Melbourne, Europe and Vietnam, as well as at several offshore locations in conjunction with educational and industry partners.

RMIT has one of the highest numbers of international student enrolments within Australian universities; consequently, compliance requirements are significant with State and Federal legislation imposing

numerous and frequently revised regulatory obligations.

The USARG has a staff establishment of around 145 EFT across Australia and Vietnam, and an operating budget in excess of \$20 million.

Core University services provided by the USARG include: Academic Governance and Systems: government reporting, systems operations, academic and admissions governance; invigilated assessment (accreditation compliance); Enrolment and Student Records: student financials governance, student records, enrolment compliance and records, student visa and identity compliance, and global student records; Completions and Graduations: program completions and graduation ceremonies; University Secretariat: Council Committees and controlled entities; Education Regulation, Compliance and Assurance: regulatory compliance and assurance; Office of the University Secretary and Academic Registrar: complex and high risk student matters, external review and stakeholder requests, privacy and freedom of information, compliance, central policy, and contract services.

Position Summary

The Advisor is responsible for providing timely reporting, service support and expertise for a range of activities pertaining to the administration of enrolments and student records across all RMIT onshore cohorts; including those delivered to student visa holders under Australian Commonwealth Student Visa Requirements and student enrolment record keeping and reporting, as per RMIT's obligations as a Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered provider.

Key Accountabilities

- Implement student enrolment reporting and associated student records administration activities for all onshore students' subject to Education Services for Overseas Student (ESOS) Act 2000. This includes running periodic reports from Provider Registration and International Student Management System (PRISMS) to reconcile data against local student records within the Student Administration Management System, to ensure that RMIT is maintaining its ESOS record keeping obligations.
- Provide consistent advice to relevant RMIT stakeholders on PRISMS reporting processes, compliance considerations and implications of actions, including but not limited to PRISMS variations such as international student discontinuations, student leave of absence and release from provider.
- Ability to work efficiently with minimal supervision in high volume and sometimes pressurised environments through well-developed time management skills, and to apply judgement when responding to urgent requests.
- Expected to develop and maintain a full working knowledge of the student database system and processes, a sound understanding of University's policies and procedures which will ensure a high level of compliance in accordance with legislative requirements.
- Participate in the delivery of training to staff to ensure a common understanding of student records related policy and procedures as they relate to students' subject to the ESOS Act 2000 is maintained.
- Provide a range of specialist advice for student visa queries and complex visa compliance matters to ensure key stakeholders (e.g. international students, staff across the University and, government bodies) receive a high-quality advisory service. Identify opportunities to increase stakeholder knowledge by developing reference material and knowledge-sharing artefacts as needed.
- Participate as an effective member of the service team through contribution to the team's planned goals by completing tasks in an accurate and timely manner.
- Identify opportunities for improvement to services or processes and liaise with relevant stakeholders to test, implement and review

Key Selection Criteria

Essential:

- Experience with working in a tertiary vocational education or multi-sector environment, and demonstrated knowledge of the Education Services for Overseas Students (ESOS) Act, National Code and Student Visa Regulations, including the ability to produce detailed reporting and institutional data generated from the Provider Registration and International Student Management System (PRISMS)
- Sound knowledge of relevant University or Educational Institutional policies and procedures.

- Excellent organisational and time management skills with proven ability to manage multiple tasks and re-adjust workload priorities to meet conflicting deadlines.
- Demonstrated capacity to work in a collegiate manner with all staff through building and maintaining effective and productive relationships with a wide range of groups, both internal and external to the University
- Ability to gather, analyse, report on and present information and data from a variety of formats and for a variety of purposes.
- Demonstrated ability to use a range of information and communication technologies effectively including; Microsoft Office university software packages, web & email software, database use and management of SharePoint sites

Qualifications

A relevant tertiary qualification and experience working in a CRICOS registered University, RTO, multisector environment, or an equivalent combination of relevant experience

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.